Dear Colleagues,

This is the call for **spring 2020** syllabi. As you all know, the submission of a syllabus for each course taught at the University is mandatory. Maintaining an archive of syllabi at AUP is critical because it allows us to respond to queries from prospective students, the French rectorat, as well as requests from partner institutions for credit transfer purposes, etc.

The online form is found here: <https://my.aup.edu/user/me/faculty/courses>.

Click on “**My Courses**” to see what action steps are available. For example:

**Create syllabus** (see note below):
Once you complete the creation of your course syllabus, additional options become possible:

**Edit & View Syllabus**:

 **View PDF Archive:** (If an archived PDF exists for this offering.)

 It is strongly recommended that you create your syllabus as a **Word document** using the templates attached to this e-mail for both Undergraduate and Graduate courses. The templates include the weekly class schedule, which many of you have found useful, and is often requested from our partner institutions and students. Creating your syllabus as a word document allows you to easily copy and paste information into the online form, as well as upload it into Blackboard.

Once you have completed the creation of the syllabus online, please be sure to click the very discreet box at the bottom of the form called “**Set syllabus as visible to AUP community”.** Otherwise, no one will be able to view it. Then **hit save** and you are good to go.

 It is important that syllabi be uploaded online, and a **Word/PDF** version be submitted to **Ursula Darien at (****udarien@aup.edu****).** She will save it for future use. This is also essential for evaluation processing, and compiling of the ‘**Faculty Directory’** with office hours, office numbers/location, campus mailboxes location, telephone extensions, etc.

You can read the frequently asked questions and user guide for more information (use the link on ‘My Courses’).

Syllabi are available to students via the course catalog. The Course Catalog is available on the public website at <https://my.aup.edu/academics/course-catalog>.

Syllabi are due at least **one week before the beginning of classes at the latest** (This semester that means January 6, 2020). We prefer that you submit them earlier so that we can respond to the demands of visiting students and their institutions.

Should you wish to have your syllabi printed or photocopied before your classes begin, send a **WORD version** to Ursula Darien at (udarien@aup.edu).

**Department chairs, please be sure to give your department’s new hires these instructions.**

Thank you for your prompt attention to this request.